

## ANNUAL PROCUREMENT PLAN- NON COMMON SUPPLIES AND EQUIPMENT (APP- NON CSE) 2020 FORM

Department/Bureau/Office: **COMMISSION ON HIGHER EDUCATION**  
 Region: **CARAGA REGION**  
 Address: **HEDC-BLDG, CSU Campus, Ampayon, Butuan City**

Agency Account Code: No Code  
 Organization Type: National Government Agency (NGA)

Contact Person: ALMA SY-PATRON  
 Position: Chief Administrative Officer  
 E-mail: chedcaraga@ched.gov.ph  
 Telephone/Mobile Nos: (085) 342-5253

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year		
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT					
<b>NON COMMON USE SUPPLIES AND EQUIPMENT</b>																										
<b>Other Categories</b>																										
1	5020101000	Traveling Expense-Local	monthly	10	10	10	30	345,000.00	10	10	10	30	345,000.00	10	10	10	30	345,000.00	10	10	10	30	345,000.00	120.00	11500	1,380,000.00
2	5020201002	Training Expenses	monthly	4	5	5	14	42,000.00	4	5	5	14	42,000.00	4	5	5	14	42,000.00	4	5	5	14	42,000.00	56.00	3000	168,000.00
3	5020302000	Checkbooks	Booklets	6	0	0	6	4,200.00	0	0	0	0	0.00	6	0	0	6	4,200.00	6	0	0	6	4,200.00	18.00	700	12,600.00
4	5020302000	Accountable Forms	Booklets	332	0	0	332	33,200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	332.00	100	33,200.00
5	5020307000	Drugs and Medicines Expenses	set	1	0	0	1	10,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	10,000.00	2.00	10000	20,000.00
6	5020309000	Fuel, Oil and Lubricants Expenses	liters	165	165	165	495	24,750.00	165	165	165	495	24,750.00	165	165	165	495	24,750.00	165	165	165	495	24,750.00	1,980.00	50	99,000.00
7	5020399000	Other Supplies and Materials Expenses	monthly	1	1	1	3	12,750.00	1	1	1	3	12,750.00	1	1	1	3	12,750.00	1	1	1	3	12,750.00	12.00	4250	51,000.00
8	5020401000	Water Expenses	monthly	1	1	1	3	16,500.00	1	1	1	3	16,500.00	1	1	1	3	16,500.00	1	1	1	3	16,500.00	12.00	5500	66,000.00
9	5020402000	Electricity Expenses	monthly	1	1	1	3	105,000.00	1	1	1	3	105,000.00	1	1	1	3	105,000.00	1	1	1	3	105,000.00	12.00	35000	420,000.00
10	5020501000	Postage and Courier Services	monthly	1	1	1	3	15,000.00	1	1	1	3	15,000.00	1	1	1	3	15,000.00	1	1	1	3	15,000.00	12.00	5000	60,000.00
11	5020502001	Mobile	monthly	1	1	1	3	15,000.00	1	1	1	3	15,000.00	1	1	1	3	15,000.00	1	1	1	3	15,000.00	12.00	5000	60,000.00
12	5020502002	Landline	monthly	1	1	1	3	33,000.00	1	1	1	3	33,000.00	1	1	1	3	33,000.00	1	1	1	3	33,000.00	12.00	11000	132,000.00
13	5020503000	Internet Subscription Expenses	monthly	1	1	1	3	22,500.00	1	1	1	3	22,500.00	1	1	1	3	22,500.00	1	1	1	3	22,500.00	12.00	7500	90,000.00
14	5021003000	Extraordinary and Miscellaneous Expenses	monthly	1	1	1	3	24,000.00	1	1	1	3	24,000.00	1	1	1	3	24,000.00	1	1	1	3	24,000.00	12.00	8000	96,000.00
15	5021101000	Legal Services	set	1	0	0	1	5,000.00				0	0.00	1			1	5,000.00				0	0.00	2.00	5000	10,000.00
16	5021199000	Other Professional Services	monthly	14	14	14	42	630,000.00	14	14	14	42	630,000.00	14	14	14	42	630,000.00	14	14	14	42	630,000.00	168.00	15000	2,520,000.00
17	5021203000	Security Services	monthly	3	3	3	9	135,000.00	3	3	3	9	135,000.00	3	3	3	9	135,000.00	3	3	3	9	135,000.00	36.00	15000	540,000.00
18	5021299099	Other General Services	monthly	1	1	1	3	18,000.00	1	1	1	3	18,000.00	1	1	1	3	18,000.00	1	1	1	3	18,000.00	12.00	6000	72,000.00
19	5021304001	Repairs and Maintenance - Buildings	monthly	1	1	1	3	25,500.00	1	1	1	3	25,500.00	1	1	1	3	25,500.00	1	1	1	3	25,500.00	12.00	8500	102,000.00
20	5021305002	Repairs and Maintenance - Office Equipment	monthly	1	1	1	3	12,000.00	1	1	1	3	12,000.00	1	1	1	3	12,000.00	1	1	1	3	12,000.00	12.00	4000	48,000.00
21	5021306001	Repairs and Maintenance - Motor Vehicles	monthly	1	1	1	3	39,000.00	1	1	1	3	39,000.00	1	1	1	3	39,000.00	1	1	1	3	39,000.00	12.00	13000	156,000.00
22	5021307000	Repairs and Maintenance - Furnitures and Fixtures	monthly	1	1	1	3	6,000.00	1	1	1	3	6,000.00	1	1	1	3	6,000.00	1	1	1	3	6,000.00	12.00	2000	24,000.00
23	5021501001	Taxes, Duties and Licenses	quarterly	0	0	1	1	4,500.00	0	0	1	1	4,500.00	0	0	1	1	4,500.00	0	0	1	1	4,500.00	4.00	4500	18,000.00
24	5021503000	Insurance Expenses	yearly	1	0	0	1	12,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	12000	12,000.00

25	5029901000	Advertising Expenses	yearly	1	0	0	1	4,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	4000	4,000.00	
26	5029902000	Printing and Publication Expenses	yearly	1	0	0	1	9,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	9000	9,000.00	
27	5029903000	Representation Expenses/Catering Services for the Conduct of Various	monthly	90	90	90	270	135,000.00	90	90	90	270	135,000.00	90	90	90	270	135,000.00	90	90	90	270	135,000.00	1,060.00	500	540,000.00	
<p>2020 Caraga Higher Education Regional Conference.  Conduct of 5s (SORT; SET IN ORDER) into the workplace to improve profitability, efficiency, service, and safety  Conduct of full time delivery unit meeting with DBM, CHED, and SUC's Financial and Administrative Officers.  Conduct of Orientation on the Tertiary Education Subsidy (TES) Disbursement and Monitoring System for Private Higher Education Institutions (HEIs) with validated TES grantees during Transitory Period in Academic Year 2020-2021  Activity Conducted in celebration of the National Women's month for the whole month of March 2020.  Monthly coordination meeting with UAQTE Regional Coordinators and Finance Unit Staff on the Disbursement Process of Tertiary Education Subsidy in Caraga  Conduct of Orientation on CMO 1, series of 2015 and other GAD related laws (Magna Carta of Women and Violence Against Women) among 54 HEI GAD Focals and guidance counselors.  Workshop on the Validation and Finalization of CHEDRO'S Vision, Mission and Goal.  For CHED Caraga Employees Spiritual Enhancement training.  Team Building of CHED Caraga Personnel  Conduct Consultation and updating with HEI Registrars and Higher Education Management Information Technology (HEMIS) Incharge on eFOI and CHED Caraga Information Verification System.  Council of Deans conference  Regional Conference with HEI Registrars, Liaison Officer and Higher Education Management Information System (HEMIS) In-Charge  For the conduct of Mid-Year Performance Review and Action Planning for the Second Semester of CY2020  Conduct of executive meeting and security briefing of HEIs with TES grantees and National Intelligence Coordinating Agency  Regional Assembly with HEI Registrars, Liaison Officer and Higher Education Management Information System (HEMIS) In-charge  Regional Assembly of the Caraga Association of Deans and Heads of Student Affairs and Services, Guidance Counselors and NSTP Coordinators  Regional Assembly of the Caraga Federation of Student Leaders and Advisers (CFSLA)  To conduct regional Assembly of Graduate School Deans/Heads  Regional Assembly of the Council of Deans for Engineering, Architecture and Maritime  Study Now Pay Later (SNPL) and SAFE FOR LOAN SR Financial Records Reconciliation Workshop  To conduct Assembly of Regional Quality Assessment Team (RQAT) Members  Conduct of ISA Coaching among selected private and public higher education institutions in Caraga Region  Performance Management Team (PMT) Meeting - Review of IPCR Accomplishment for the 1st sem 2020  Conduct of orientation on ease of doing business under RA 11032  To conduct an ASEAN Cultural Exhibit and Dance Competition 2020 in Celebration to the ASEAN Month.</p>																											
28	5029905003	Rents- Motor Vehicles	quarterly	0	0	1	1	6,500.00	0	0	1	1	6,500.00	1	0	0	1	6,500.00	1	0	0	1	6,500.00	4.00	6500	26,000.00	
29	5029905004	Rents- Equipment	yearly	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1	0	1	9,000.00	1.00	9000	9,000.00	
30	5029906000	Membership Dues and Contributions to Organizations	monthly	1	1	1	3	6,000.00	1	1	1	3	6,000.00	1	1	1	3	6,000.00	1	1	1	3	6,000.00	12.00	2000	24,000.00	
31	5029907099	Other Subscription Expenses	monthly	1	1	1	3	4,500.00	1	1	1	3	4,500.00	1	1	1	3	4,500.00	1	1	1	3	4,500.00	12.00	1500	18,000.00	
32	5020401000	Drinking Water Supplies	Bottle	48	48	48	144	4,320.00	48	48	48	144	4,320.00	48	48	48	144	4,320.00	48	48	48	144	4,320.00	576.00	30	17,280.00	
33		Construction of Caraga Regional Center for Learning and Development	lot	1	0	0	1	30,000,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	30000000	30,000,000.00	
34		Expansion of the Second and Third Floor of CHED Caraga Building	lot	1	0	0	1	20,000,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	20000000	20,000,000.00	



<b>A. TOTAL</b>								<b>P</b>	<b>56,837,080.00</b>	
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>								<b>P</b>	<b>5,683,708.00</b>	
<b>C. GRAND TOTAL (A + B)</b>								<b>P</b>	<b>62,520,788.00</b>	
NON COMMON USE SUPPLIES & EQUIPMENT		51,759,220.00		1,681,820.00		1,691,020.00		1,705,020.00	P	56,837,080.00
TOTAL MONTHLY CASH REQUIREMENTS		51,759,220.00		1,681,820.00		1,691,020.00		1,705,020.00	P	56,837,080.00

*\*Agency must put the monthly requirement for air tickets both local and international.*

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed Non Common-use Supplies, Materials and Equipment has been included in or is within our approved budget for the year.

Prepared by:

  
 ANGEL A. ASIS  
 Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:

  
 ALMA SY-PATRON, L.I.B., MSW  
 Accountant / Local Budget Officer

Approved by:

  
 LEONITA S. CALAGUI, PhD, CESO III  
 Head of Office/Agency

Date Prepared: September 25, 2019